

PROGRAM DOCUMENTATION GUIDE

Youth Group Home

	Yes	Compliance No
I. Documentation Received		
A. Articles of Incorporation (35.2.212MCA, ARM 37.97.501)	[]	[]
B. By-laws (35.2.217MCA, ARM 37.97.501)	[]	[]
C. Policy for:		
1. Personnel (ARM 37.97.501)		
DFS-033 form for each staff member (ARM 37.97.132)	[]	[]
Staff training records (ARM 37.97.501)	[]	[]
Minimum qualifications for staff (ARM 37.97.524)	[]	[]
Procedures for screening applicants (ARM 37.97.524)	[]	[]
2. Admission/Discharge (ARM 37.97.501)	[]	[]
3. Program Records (ARM 37.97.501)	[]	[]
Incident Reports (ARM 37.97.506, 37.97.528(1)(n), 37.97.130(5)(a)(b))	[]	[]
4. Financial Records (ARM 37.97.501)	[]	[]
Separate records for resident's money (ARM 37.97.502(1)(i))	[]	[]
5. Discipline (ARM 37.97.506(7))	[]	[]
<p>Complete documentation of the above is required of all new applicants. Applicants for renewal can be allowed to submit only those changes that have been made since their last licensure.</p>		
II. Documentation Verified		
<p>The provider does have documentation on file of the following as seen by the licensing specialist:</p>		
A. Staff Training (name(s) of trainer(s)/participants and date(s) of training)		
1. Staff instructed upon arrival on evacuation in case of fire (ARM 37.97.519(6))	[]	[]
2. Staff trained on proper use of fire extinguisher (ARM 37.97.519(5))	[]	[]
3. On client abuse and neglect reporting statute and responsibilities of staff under the law (staff informed by provider within 24 hours of employment (ARM 37.97.130(4)))	[]	[]
4. Four hours of orientation by the provider within first week of employment regarding the organization, program, and emergency procedures	[]	[]
5. On providers policies and current status of residents (ARM 37.97.501)	[]	[]
[]		
B. Nutrition (ARM 37.97.502(1)(b))		
1. Copies of menus as served for past month	[]	[]
2. Physicians orders for special diets	[]	[]
C. Fire Safety (ARM 37.97.519(4))		
1. Date and signature of person checking:		
Batteries in smoke detectors (monthly)	[]	[]
Fire extinguisher(s) (quarterly)	[]	[]

PROGRAM DOCUMENTATION GUIDE

Youth Group Home

	D. Residents Records Verified (ARM 37.97.528)	Yes
No	<p>Ask to see 3 or 4 of the present and former resident's case records and see the following:</p> <ol style="list-style-type: none"> 1. The name, sex, birth date, and birth place of the child; [] [] 2. The name, address, and telephone number of the parent(s) or guardian of the child; [] [] 3. Date of admission and placing agency; [] [] 4. When the child was not living with his parents prior to admission, the name, address, telephone number, and relationship to the child of the person with whom the child was living; [] [] 5. Date of discharge; reason for discharge; and the name, telephone number and address of the person or agency to whom the child was discharged; [] [] 6. All documents related to the referral of the child to the facility as provided by the placing agency; [] [] 7. If resident is from out of state, a copy of approval of interstate compact administrator; [] [] 8. Documentation of the current custody and legal guardianship as provided by the placing agency; [] [] 9. The child's court status, if applicable; [] [] 10. A copy of the child's birth certificate or a written statement of the child's birth date including the source of this information; [] [] 11. Consent forms signed by the parents or guardian prior to placement allowing the group home to authorize all necessary medical care, routine tests, immunization, and emergency medical or surgical treatment; [] [] 12. Cumulative health records including medical history and immunization records as provided by the placing agency; [] [] 13. Education records and reports; [] [] 14. Treatment or clinical records and reports; [] [] 	
]	<ol style="list-style-type: none"> 15. Records of special or critical incidents; [] [] 16. Case plans and related materials; [] [] 17. Social summary current to date of placement; [] [] 18. Placement agreement containing responsibilities of provider, placing agency, and parents. [] [] 	

The above information must be on file for each resident regardless of funding or referral source. Records pertaining to individual children or youth not placed by or in the custody of the department shall be available to the department for licensing purposes. Records are not to be removed from the premises for purposes of completing relicensing study.

Licensing Specialist's Comments:

Signature of Licensing Specialist

Date